



DD/S 66-5001

3 OCT 1966

MEMORANDUM FOR: Executive Director-Comptroller

THROUGH : Director, Planning, Programming and Budgeting

SUBJECT : Office of Communications/DDS Staffing Complement
Revision

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. In collaboration with the Position Management and Compensation Division of the Office of Personnel, we have reviewed the Office of Communications' proposed distribution of its 1967 ceiling authorization and proposed upgrading of several existing positions. These proposals do not affect the current authorization for positions GS-14 and above, but do increase the Office of Communications average GS grade from 9.386 to 9.401.

3. This increase is largely the result of the addition of 36 new ceiling positions, with the remaining increase caused by upgrading seven key intermediate-level program positions. These grades have been approved by the PMCD/OP and are in accordance with established grade patterns for such specialized jobs. Tab A shows a summary of the changes in ceiling, average grade, grade distributions and other related information pertinent to your review. Tab B presents a narrative summary of these changes. Tab C, which lists in detail the proposed changes, is furnished as additional background.

4. A review of the current Office of Communications Staffing Complement, as well as that of other Support Services components, reveals that compensating changes cannot be made at this time, and an exception is being requested in the average grade limitation for this proposed increase. The request for an exception is particularly significant in view of the continued program demands and increasing requirements upon the Office of Communications - the initial basis for authorizing the recent ceiling increase.

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-2-

5. It is recommended that the Office of Communications average grade be increased from 9.386 to 9.401.

[Redacted Signature Box]

R. L. Bannerman
Deputy Director
for Support

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Attachments:

TAB A
TAB B
TAB C

Concur:

/s/ Emmett D. Echols

29 SEP 1966

Emmett D. Echols
Director of Personnel

Date

The recommendation contained in paragraph 5 is approved.

/s/ L. K. White

1 OCT 1966

L. K. White
Executive Director-Comptroller

Date

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PMCD/OP: [Redacted] (21 Sept 66)

SPA/DDS: [Redacted] (22 Sept 66)

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29 SEP 1966